



New Era Computer Training Centre

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CK1: 2010/128005/23 | SDL No. L160756310 | Est. 1995
SETA Accreditation ACC/2011/00/675 | BEE Certified
Microsoft Registered Partner

General Course Information: 2017

For any Individual Courses or Complete Programs

Get Course Completion **Certificate**; or Competency **Certificate** with Optional Assessments

Accredited Full Program and its Courses:

Information Technology (IT): End User Computing (EUC) Program- SAQA ID 49077 (61591) National Certificate

This program includes 16 Unit Standard Aligned Courses; **Accredited** by MICT (ISETT) SETA, with 130 Credits, Level 3 NQF (1-2 Days/Course - to be confirmed). Learners are encouraged to complete all 16 Courses; alternatively, may take any of its individual Courses; or may complete 6-7 Courses towards Our **Computer Literacy Programs**.

Computer Literacy Programs/ Courses: With Attendance Certificate (or Accredited Certificate, aligned to EUC; ICDL; or MCAS)

a) Basic/Foundation Level – Computer Literacy Program: 6 Courses, in 5 to 10 Days* (8:30-16:30):

Introduction to Microcomputers with **free** PC Keyboarding session; MS-Office Basic: Word, Excel, PowerPoint, Outlook/E-mail-Internet; and Windows Basic Level.

b) Intermediate/Proficiency Level – Computer Literacy Program: 5 Courses, in 5 to 10 Days* (8:30-16:30):

MS-Office Intermediate: Word, Excel, PowerPoint, Outlook; and Windows Intermediate Level.

c) Advance/Expert Level – Computer Literacy Program: 5 Courses, in 5 to 10 Days* (8:30-16:30):

MS-Office Advanced: Word, Excel, Outlook, PowerPoint; and Windows Advanced Level.

MOS (Microsoft Office Specialist): MS-Office (Word, Excel, PowerPoint, Outlook, and Access).

ICDL: International Computer Driving Licence –Computer Literacy Foundation Level, plus MS-Access Database Course of 2 Days per course level (requires assessment/exam).

Other Courses and Services Offered:

MS-Project (for groups); Telephone Skills; Customer Service; Records Management; Global Values; Foundational Office Administration Course; CSI: Character Building, Self-Empowerment & Sustainable Life Skills Comprehensive Computerized Pastel Accounting [& Payroll for Group Attendance].

Recognition of Prior Learning (RPL): previous learning/experience is recognized by formal/informal Assessments.

Pre-assessment/Assessments/Unit Standard:

- *Outcomes-based, short courses; high quality Manuals; MS-Windows 7 [& 8/10]; and MS-Office 2007/2010 [& 2013/ 2016] Versions.*
- *Time Schedule 1-2 Days/Course; depending on Accreditation and meeting the Prerequisites–Negotiable; 8:30-16:30.*
- *All Proposed (& Booked) Dates are subject to change at any time; and attendance needs to be confirmed.*
- *Prices are per day; VAT N/A; negotiable discounts; no real price-increase in recent years! **Most Cost Effective!***
- *Accreditation assessment is required for End User Computing (and optional for Literacy Courses - negotiable)*
- *Refreshments: **Tea/Coffee & Biscuits and Lunch** provided.*

Call us for more information on pricing

GROW FAST, with our accredited, cost effective, Computer Courses & Programs –No Struggles; Quality Guaranteed!

With years of experience, our aim is to prepare Our Learners to meet the challenges of this age, in the field of Information Technology (IT) – this wide spread and “most rapidly changing environment!”. Our goal is to eliminate Learners’ struggles; and assist them to **focus** on their work with **confidence**, by mastering simplified IT solutions to daily complex tasks. The guaranteed outcome is Learners’ **efficient work performance**, with **increased productivity and higher quality – a valuable INVESTMENT for GROWTH!**